

CERTIFICATE OF NEED PROJECT ANALYST

This is professional analytical work in evaluating Certificate of Need (CON) applications from health care providers to acquire, replace, or expand their facilities and equipment and to initiate certain medical services. CON project analysts recommend to the Chief, Certificate of Need the approval, denial, or approval with specific conditions of a CON application in efforts to control increasing health care costs by restricting duplication of medical facilities. These positions are located in the Certificate of Need Section in the Division of Facility Services and report to the Chief through the Assistant Chief.

I. DIFFICULTY OF WORK:

Variety and Scope - Analysts provide technical assistance and consultation to health care providers concerning Certificate of Need law, regulations, and procedures for submitting an application for a certificate of need. Analysts receive CON applications for an assigned geographical area. Work involves analyzing various data, conducting public hearings, visiting proposed sites or facilities, documenting and rendering decisions to the Chief, justifying decisions in cases of appeals through the Office of Administrative Hearings, and monitoring approved projects till completion to assure compliance with terms and conditions of approval.

Intricacy - Work requires research and analysis of health care needs and trends, health care costs, utilization rates, demographic data, availability of health care in different areas of the State, and certification status of various facilities and providers. Application and interpretation of CON law is required to facilities such as acute care hospitals, nursing facilities, chemical dependency treatment facilities, intermediate care facilities for mentally retarded, ambulatory surgical facilities, home health agencies, and kidney disease treatment centers.

Subject Matter Complexity - Work requires knowledge of health care industry, of health care needs, and of various health care facilities in an assigned geographical area; knowledge of CON law and regulations, and knowledge of analytical or statistical methods.

Guidelines - Work may require research of professional journals or consultation with professionals regarding new or unusual equipment or technology in health care. Guidelines include CON law, General Statutes, administrative rules, the State Medical Facilities Plan, and other agency, State, or federal policies and guidelines.

II. RESPONSIBILITY:

Nature of Instructions - Projects are assigned to analysts by the Assistant Chief with minimal instructions. Work is performed with considerable independence. Work must be completed within strict and established timeframes.

Nature of Review - Drafts of written findings describing the results of the analysis and the basis of the decision to approve or deny an application for a CON are reviewed upon completion by the Assistant Chief for consistency with other decisions and for identification or consideration of potential legal issues or liability. Work performance is reviewed in compliance with performance management system guidelines.

Scope of Decisions - Decisions affect the ability of licensed health service facilities in the State to develop or expand a facility or to provide specific services.

Consequence of Decisions - Decisions result in controlling unnecessary duplication of expensive health services throughout the State and in assuring that health care provided is available and economical. Decisions are subject to appeal through the Office of Administrative Hearings and the court system.

III. INTERPERSONAL COMMUNICATIONS:

Scope of Contracts - Work requires frequent contact with agency staff, Attorney General's Office, attorneys, health care consultants, health care facility administrators and fiscal officers, health care providers, local and state governmental officials, media, insurance providers, and general public.

Nature and Purpose - Contacts involve interpreting CON law and administrative rules, conducting public hearings, gathering information, justifying basis for approval or denial for a CON, and monitoring progress of projects.

IV. OTHER WORK DEMANDS:

Work Conditions - Work is usually conducted in an office setting.

Hazards - Work requires frequent travel involving exposure to driving hazards and occasional exposure to mildly disagreeable elements at construction sites of projects.

V. RECRUITMENT STANDARDS:

Knowledge, Skills and Abilities - General knowledge of health care industry, its services, and operations. Thorough knowledge of methods and techniques of research and analysis of health care, financial, and statistical data. Ability to interpret and explain complex rules, regulations, and data to community, hospital, government, and business leaders. Ability to make and defend decisions to management, attorneys, and health care administrators. Considerable verbal and written skills.

Minimum Training and Experience - Master's degree in Health Administration, Public Health, Public Administration, Business Administration, Accounting, Juris Doctorate or Certified Public Accountant, and two years of experience in health care financing, health care administration, program evaluation, or closely related field; or a Bachelor's degree and four years of the above experience; or an equivalent combination of training and experience.

Special Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class but may not be applicable to all positions.